

United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION
Boston, Massachusetts

2. POSITION NUMBER
39194

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position

US OPM GS-800 Series, 11/08

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer (LEADER)	GS	0819	14	001
4. SUPERVISOR'S RECOMMENDATION					

5. ORGANIZATIONAL TITLE OF POSITION (if any)

On-Scene Coordinator, Team Leader

6. NAME OF EMPLOYEE

CATERINO, COSIMO

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY - Region 1

c.

b. Office of Site Remediation and Restoration

f.

US OPM JFS for Professional Work
in the Engineering and Architecture
Group, GS-0800, 11/2008

c. Emergency Planning and Response Branch

g.

d. EMERGENCY RESPONSE & REMOVAL 2

h. EPAYS Organization Code

90140230/QCAB0000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Arthur V. Johnson III, Chief EPRB

d. Typed Name and Title of Second-Level Supervisor

Susan Studlien, Director OSRR

b. Signature

Arthur V. Johnson III

c. Date

6/9/04

e. Signature

Susan Studlien

f. Date

6/10/04

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act
☐ Nonexempt ☒ Exempt

c. Functional Code 42

d. Bargaining Unit Code

12

e. Check, if applicable:

- ☒ Medical Monitoring Required
☒ Extramural Resources Management Duties (20% of time)
☒ This position is subject to random drug testing

f. Signature

Robert McCall

g. Date

6/14/04

11. REMARKS

**Environmental Engineer
(On-Scene Coordinator)
GS-0819-14**

Introduction

This position is located in the Office of Site Remediation and Restoration (OSRR), Emergency Planning and Response Branch (EPRB), Emergency Response and Removal 2 Section. This position was created under the Agency directive to enhance our homeland security initiative. The incumbent will serve as an On-Scene Coordinator/Team Leader responsible for responding to threats to public health and the environment pursuant to the National Contingency Plan (NCP) 40 Code of Federal Regulations (CFR) Part 300 and will lead emergency response and counter terrorism/homeland security programs efforts of the EPRB. The incumbent will serve as lead EPA representative for program operations outlined in the Presidential Decision Document (PDD) 39 and other related PDDs and Homeland Security Presidential Directives (HSPDs), including leading EPA efforts to prepare for response to terrorist incidents involving weapons of mass destruction. This responsibility requires the granting of Top Secret security clearance.

The work of this position is multi-media in nature and the incumbent is responsible for responding to, and mitigating, the health and environmental hazardous resulting from releases of hazardous substances and/or discharges of oil, regardless of cause. The incumbent is also responsible for responding to intentional releases of biological, chemical and radiological agents, which may be released either separately or in combination with each other or with an explosive dispersant (i.e., a "dirty bomb") or occur at a nuclear power station or pre-existing hazardous waste site. These weapons of mass destruction can spread through the physical environment into plant life, the food chain and people, if left unmitigated. Consequently, the interdisciplinary nature of this position is very complex. Experience in environmental and CT planning is of utmost importance in addition to an individual with a professional background in the life or physical sciences or in environmental engineering.

Major Duties

1. In EPA-New England, all OSCs participate in the emergency response rotation and counter-terrorism/homeland security preparedness efforts. The Lead OSC is expected to ensure the organization's mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans, work products and services. The Lead OSC will be responsible for allocating work and projects, monitoring OSC compliance with all applicable regulations and policy and handling all issues of conflict quickly and effectively to maintain positive and effective team morale. Incumbent serves as a coach, facilitator/negotiator in consensus building activities and

is responsible for ensuring the entire OSC team is trained, equipped and capable of responding safely and effectively to all response incidents in EPA-New England and anywhere in the Nation. This involves overseeing a rigorous training and exercise program. Incumbent is responsible for training team members in methods and techniques of team building and effective cooperation to accomplish goals and objectives. Also, the incumbent is responsible for making adjustments to accomplish the workload within established priorities and ensure that each team member has an integral role in developing final team products. The incumbent serves as a nationally-recognized technical expert on emergency response and removal action techniques, policy and procedures. The incumbent provides technical oversight of other staff involved in various emergency response and removal activities. The incumbent serves as a leader and mentor to other staff, providing on-the-job training opportunities.

The incumbent will develop and maintain a mastery of program policy and regulation. Coordinates/oversees the EPA response to the most complex sites/incidents under CERCLA and the Clean Water Act, involving oil and hazardous materials releases. The Lead OSC identifies, distributes and balances workload and tasks among the OSC team, in accordance with established workflow. Determination of time criticality for removal actions and decisions on possible evacuation or relocation of inhabitants are extremely complex and sensitive and often of regional or national impact. Oversees cleanups and removals at the most complex sites/incidents (Category IV or IV+) and advises OSCs conducting removals at such sites, articulating and communicating Agency policy and vision. This includes determining the appropriate contract mechanism; review and concurrence on Action Memorandum; coordinating removal actions with other jurisdictions; coordinating with Remedial Program on long-term remedial implications; providing technical assistance to and/or oversight of Potentially Responsible Parties (PRPs) and others performing removals; acting as a Contracting Officer's Technical Representative to monitor and track removal costs; developing community relations plans, etc. Works with legal staff on enforcement activities so as to achieve removal objectives and allow for cost recovery when feasible. Manages or participates in special regional or national projects, task forces, and panels in areas(s) of expertise. The incumbent is also responsible for interagency coordination associated with other significant program initiatives. The incumbent conducts educational activities, outreach and public speaking to affected parties and communities as they relate to response issues. Facilitates information exchange through Technology Support Project forums and similar venues. Trains, develops, and mentors other OSCs, coaches other OSCs in the selection and implementation of problem solving methods and techniques. Writes, presents, or publishes technical or programmatic papers. Represents the Agency at regional and national meetings or conferences; advises other offices, regions or outside organizations in specialized technical/site management issues; chairs regional or national work groups and coordinates activities to develop strategies or policies for proper treatment of hazardous materials and the development of policies associated with response and

planning activities; ensures that activities and strategies address applicable laws, regulations, and policies (e.g., ARARS); negotiates with state officials regarding the transfer of jurisdiction of site responsibilities.

2. The Lead OSC is responsible for ensuring that positive and effective working relationships are maintained with all response partners and stakeholders. The OSCs train, exercise and coordinate closely with emergency responders at all levels of local, state, federal and Tribal governments. The Lead OSC is responsible for ensuring appropriate communication, notification and outreach by OSCs with all response partners and stakeholders. The incumbent will develop and implement plans and outline expectations for OSC coordination and program outreach activities throughout the New England region. The incumbent will report the team's progress and accomplishments as well as problems encountered on a periodic basis to the Section Chief.

3. The incumbent will be actively involved in the national effort to ensure consistency and compatibility among all EPA OSCs. Coordination with backup regions is essential to this process. It involves initiation of cross-regional training and exercises and familiarity with equipment and contracts. The incumbent will be responsible for monitoring EPA-New England progress on implementation of the Core Emergency Response Program and all other process improvements initiatives, ensuring that schedules and deadlines are met. The incumbent will coordinate with EPA program offices as well as inter-agency response organizations including the United States Coast Guard (USCG), Federal Bureau of Investigation (FBI), Department of Homeland Security-Federal Emergency Management Agency (DHS-FEMA) and other Regional Response Team (RRT) agencies, regarding EPA involvement in special events and national exercises. The incumbent will represent EPA-New England at national and regional emergency response and counter-terrorism/homeland security meetings.

4. The Lead OSC must be available 24 hours a day, via cell phone and/or pager, to participate in coordination of after hours response activities. The incumbent will develop and utilize comprehensive understanding of all aspects of emergency response under CERCLA, OPA, and the Stafford Act to support and assist the OSCs in response activities during and after hours. The Lead OSC will be required to maintain a Contracting Officer Warrant to be able to serve as a backup during peak workload and times of crisis.

5. Performs enforcement or enforcement-related duties. At enforcement or fund-lead sites/incidents, performs technical tasks following procedures which allow for future cost-recovery or other enforcement actions. At enforcement-lead sites/incidents, specifically: Leads or provides assistance for enforcement negotiations and plans, for PRP response actions; reviews and oversees PRP removal activities; provides technical analysis for case preparation; provides expert testimony in court and/or gives

depositions in support of litigation.

6. When notified of a WMD event, the incumbent is responsible for mobilizing the team to the scene of release and determines EPA's role in responding to the incident. While such incidents are clearly of an emergency nature, the incumbent must determine the nature, amount and location of the WMD contaminant, taking into consideration any migration routes. These assessments are complicated by the magnitude of the hostile act, itself, and the associated involvement of police, fire and rescue, and other responders which may include military or national guard personnel and other federal government personnel including EPA's Criminal Investigation Division (CID), the FBI's forensic evidence teams, and local and national political leaders.

Conditions of Employment

This position:

- is subject to random drug testing
- requires Top Secret security clearance
- is subject to medical monitoring
- requires the incumbent to be able to properly wear and use a respirator
- requires the employee to travel more than 10 days a month
- requires the annual filing of a financial disclosure form

Knowledge Required by the Position

The Lead OSC component of this position requires the highest level of leadership skills as well as excellent listening, problem solving and interpersonal skills.

The position requires mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to apply new developments and experienced judgment, as a technical authority, to solve novel or obscure problems in the areas of environmental emergency response, uncontrolled hazardous waste site response and/or releases of chemicals or other hazardous substances. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment.

It requires the skill and ability to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledges, skills and abilities are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved. The position requires the ability to perform environmental assessments at hazardous materials spills or incidents and to

develop and conduct removal/remedial activities. This position also requires knowledge, abilities and skills to evaluate techniques and technologies for use at hazardous waste sites to assess the impacts of the hazardous releases and their impact on human health and the environment. The incumbent in this position requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

The position requires knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials.

The position requires training in the proper use of a variety of protective equipment, including self-contained breathing apparatus.

Incumbents of this position are also required to possess knowledge of contract negotiation and contract administration as required under the OSC Warrant Authority for scientific and labor services while conducting response actions.

Supervisory Controls

The supervisor provides guidance solely in the form of general legislative, mission or policy directions and resources constraints. The incumbent typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating and implementing the work and resolving conflicts. Technical decisions are considered as authoritative and accepted without significant change. The incumbent has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. If the work should be reviewed, the review concerns such matters a fulfillment of program objectives, effect of advice and influence of the overall program.

Guidelines

Guidelines are basic legislation and/or broadly stated agency regulations and policy statements. At this level the incumbent is a recognized technical authority in the interpretation of such broad guidelines and must exercise considerable judgement and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for others within or outside the agency.

Complexity

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and/or scientific and management requirements. The work requires originating innovative scientific and/or engineering techniques, establishing criteria and standards applicable to a wide range of scientific and/or engineering problems and conditions or developing new scientific concepts or approaches that advance the state-of-the science.

Additionally, responding to a WMD event frequently involves difficult or unusual coordination or negotiation concerning technical, political, socio-economic, administrative, and other aspects which preclude the use of standard methods or practices.

Scope and Effect

The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The incumbent serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

Personal Contacts

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other Federal agencies, in state and local government, private industry, academia, environmental advocacy groups and in some cases, the media and elected officials.

Purpose of Contacts

The purpose of the contacts is to justify, defend, negotiate, or settle controversial, and far-reaching matters through active participation in conferences, meetings or presentations. The persons contacted typically have diverse viewpoints, goals or objectives, requiring the incumbent to achieve a common understanding of the problem and satisfactory solution by convincing others, arriving at compromise, or developing suitable alternatives.

Physical Demands

The work requires overnight travel, extended work shifts (e.g., 12 to 18 hours, or more) during major emergency response or removal operations.

The work requires a large amount of walking, climbing, running, bending, stooping, and at times the employee will be required to perform such physical activities while wearing a variety of protective clothing which can include respiratory protection or self-contained breathing apparatus as well as fully encapsulating suits.

Work Environment

Work is both in an office setting and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is a risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. Less frequently, employees may be asked to work in conditions that present an Immediately Dangerous to Life and Health (IDLH) situation. The employee is required to use protective clothing and equipment (i.e., gloves and face masks) and may occasionally be required to use fully encapsulating suits and supplied air (Level A & B).

OSC - Lead GS-14

Factor Evaluation System POSITION EVALUATION STATEMENT

Title, Series, and Grade:

Organization: Emergency Response and Removal [1 or 2], Emergency Planning and Response Branch, OSRR

Position # _____

Reference(s): Environmental Engineering Series GS-819, dated April 1978; PMM 511-60A , dated 12/13/89 and the General Schedule Leader Grade Evaluation Guide, dated April 1998

Evaluation Factors		Points Assigned	Standard Used (Bmk#, FL#, etc.)	Comments
1. Knowledge Required By The Position		1550	1-8	
2. Supervisory Controls		650	2-5	
3. Guidelines		650	3-5	
4. Complexity		450	4-6	
5. Scope and Effect		325	5-5	
6. Personal Contacts		60	6-3	
7. Purpose of Contacts		220	7-4	
8. Physical Demands		20	8-2	
9. Work Environment		20	9-2	
S U M M A R Y	Total Points	3945		
	Grade Conversion	GS-14		Remarks: As appropriate, desk audit findings or other considerations not previously documented which affect final grade.

After reviewing both the GS-819 standard and the Team Leader Guide and further discussion with the supervisor, I have determined that the main responsibility of this position is that of a Lead On-Scene Coordinator. The incumbent is responsible for the oversight of 11 OSCs. While this PD does meet all of the first seven duties required by the Team Leader Guide the position does not meet the mandatory total of 14 of the 20 duties listed in the Guide; therefore, this position was not evaluated exclusively by the guide.

Name Robert McCarroll

Date 6/14/04

POSITION DESIGNATION RECORD

AGENCY: EPA-R1

PROGRAM: OSRR-EPRB

POSITION TITLE, SERIES, & GRADE: ENV ENL 819-14

POSITION DESCRIPTION #: 39194

RISK DESIGNATION SYSTEM

I. PROGRAM PLACEMENT

IMPACT on Integrity and Efficiency of Service.....

SUBSTANTIAL

SCOPE of Operations for Integrity and Efficiency of Service.....

MULTI-AGENCY

PROGRAM PLACEMENT (Major, Substantial, Moderate, Limited)

SUBSTANTIAL

II. POSITION RISK POINTS

RISK FACTORS & POINTS:

DEGREE OF PUBLIC TRUST.....

7

FIDUCIARY RESPONSIBILITIES.....

5

IMPORTANCE TO PROGRAM.....

5

PROGRAM AUTHORITY LEVEL.....

5

SUPERVISION RECEIVED.....

7

TOTAL POINTS

29

III. POSITION DESIGNATION

UNADJUSTED RISK LEVEL...

MODER

MINIMUM INVESTIGATION...

LSI

Note "(c)" after the risk level if this is a Computer-ADP position

ADJUSTMENTS FOR UNIQUENESS AND UNIFORMITY? Comments:

1. ACCESS TO SECRET & TOP SECRET INFO.
2. SIGNIFICANT PUBLIC HEALTH DUTIES
3. SIGNIFICANT PUBLIC SAFETY DUTIES

FINAL DESIGNATION (Risk level/Sensitivity level/Access level).....

B1

MINIMUM INVESTIGATION.....

B1

SIGNATURE OF AGENCY DESIGNATOR

Bryan McCannell

DATE

6/11/05